

# funding manual

Employment-  
based initial  
teacher  
training

for academic year 2010/11



*developing people, improving young lives*

The Department for Education (DfE) was established on 11 May 2010 but prior to this the Department was called the Department for Children, Schools and Families (DCSF) hence reference in this manual which relates to the period prior to the creation of the DfE, is made to the DCSF.

Since the writing of this funding manual the Secretary of State has announced the intended closure of the GTCE. This manual will be updated when further information becomes available about the proposed closure timescales and about the impact of closure of the GTCE for teacher registration and other related matters insofar as they affect this funding manual.

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# Section 1

## Overview

This section highlights key changes to the employment-based initial teacher training (EBITT) arrangements for academic year (AY) 2010/11, describes the three EBITT training routes, and explains how this manual should be used.

### Changes to EBITT funding for AY2010/11

- 1.1** The Training and Development Agency for Schools (TDA) funding policy has had to change to align with the current needs of the initial teacher training (ITT) market. Due to successful ITT recruitment and retention in recent years, the TDA's main focus will now be on delivering optimum value for money in line with budgetary changes. The funding rates for all routes can be found at the end of this manual.
- 1.2** A number of financial incentives associated with ITT recruitment and retention have also been adjusted, including:
  - salary grant funding has been reduced and set at 87% of pay for unqualified teachers on point 1 of the scale (excluding employers' National insurance contributions)
  - the removal of holdback disregards
  - recruitment premiums for physics and chemistry have been reduced to £1,000 per new trainee
  - recruitment premiums for mathematics and modern foreign languages have been discontinued, and
  - capital funding units have been reduced.
- 1.3** The TDA will no longer allow carry forward of unused funds, including unused capital grants funding, and will recover in full any unused ring-fenced funding identified by providers in their annual audit returns.
- 1.4** With effect from AY2010/11 the funding categories will be more strictly ring-fenced and surpluses arising from withdrawal of trainees will be recoverable by the TDA, such that amalgamation of surpluses to fund additional placements will not be allowed.
- 1.5** More details can be found in the relevant sections of this funding manual. If you have specific queries about these changes, please contact the TDA at [ittfunding@tda.gov.uk](mailto:ittfunding@tda.gov.uk)

### Employment-based initial teacher training (EBITT)

- 1.6** EBITT schemes allow trainees to follow an individual training programme designed to enable them to meet the Secretary of State's standards for the award of qualified teacher status (QTS). The length and content of the training can be flexible, taking the trainee's knowledge and previous achievements into account. Trainees are employed in a school while training.

# Section 1

continued

- 1.7** There are three types of EBITT: the Graduate Teacher Programme (GTP), the Overseas Trained Teacher Programme (OTTP) and the Registered Teacher Programme (RTP).
- 1.8** The TDA will contract with providers to supply EBITT places for trainees. This manual describes the funding streams relating to EBITT trainees. All funding is allocated by the TDA directly to the provider.

## The Graduate Teacher Programme (GTP)

- 1.9** The GTP is for people who have a UK bachelors degree or an equivalent qualification. A trainee on the GTP must be employed as an unqualified teacher. The length of the training programme will be dependent on assessment of the individual's needs.

## The Registered Teacher Programme (RTP)

- 1.10** The RTP is for people who have completed two years of higher education or equivalent (ie, 240 credit accumulation transfer [CAT] points). The programme normally lasts two years and allows the trainee to finish their degree and obtain QTS.

## The Overseas Trained Teacher Programme (OTTP)

- 1.11** The OTTP is for teachers who have an overseas teaching qualification from outside the European Economic Area and a qualification equivalent to a UK bachelors degree.

## Assessment fees

- 1.12** Please note that assessment fees are included in the figures quoted in this manual for GTP, RTP and OTTP, but are shown separately for instances where the trainee is self-funded and only the assessment fee is provided.
- 1.13** This manual does not cover arrangements for the new assessment only route.

## This manual

- 1.14** This manual is designed to be a guide to managing your TDA funding for EBITT programmes and represents part two of the financial memorandum between the TDA and providers. Part one of the financial memorandum between the TDA and non-HEI providers is a separate document. For each provider, a designated responsible officer must ensure compliance with the requirements set out in the memorandum, funding manual, and any other guidance provided by the TDA.
- 1.15** This manual covers the conditions of grant and the main aspects of EBITT funding. A list of frequently asked questions will be available on the TDA website. There may be exceptional circumstances that are not directly addressed. In such cases, please contact the Funding Team at [ittfunding@tda.gov.uk](mailto:ittfunding@tda.gov.uk)
- 1.16** Units of funding are referenced throughout this document and amounts can be found at the back in the section 'Units of funding and subject groups'.

## Section 2

# Operating EBITT

This section explains the requirements with regards to employment of EBITT trainees in schools and outlines general eligibility criteria for trainees.

### Implications of employment for schools

- 2.1** Employment-based trainees are working and training at the same time. As employees, they have the same rights and responsibilities as any other teacher, and the school or local authority employing them has the same responsibilities to the teacher, other staff, pupils and parents.
- 2.2** While training, trainees will need support, guidance and a well-structured plan to enable them to reach the QTS standards. As such, their working arrangements should complement their aim of reaching the QTS standards. Therefore, while on an EBITT programme, trainees should:
- have no more than 90 per cent of a classroom teacher's timetable, the same as newly qualified teachers (NQT) in their induction period
  - have opportunities to teach across the two or more consecutive age ranges for which they are training
  - experience teaching in at least two schools, and
  - teach subjects for which they are suitably qualified and which are taught either in accordance with the National Curriculum or to public examination level.

- 2.3** The TDA prefers trainees to be employed in a supernumerary position, however, a trainee can be employed in an established post provided there are no risks to the quality of an individual's training. The trainee will only be eligible for the salary grant if they are employed in a supernumerary position.

- 2.4** An EBITT trainee in a maintained school should be paid on at least point one of the unqualified teacher pay scale. It is at the discretion of the school whether it pays the trainee more than this.

### Which schools can train EBITT trainees?

- 2.5** A table at the back of this manual shows which schools can train EBITT trainees. EBITT trainees must not train or be assessed in pupil referral units. Independent schools may train teachers through the GTP and RTP as long as their trainees teach the National Curriculum across two consecutive age ranges. They will not, however, be eligible for a salary or training grant.
- 2.6** Schools in special measures should not be the lead school for EBITT trainees. If a school goes into special measures while a trainee is employed, the trainee may remain in place provided there are no risks to the individual's training. The TDA leaves the EBITT provider to use their discretion in such cases, but encourages them to contact the TDA Quality and Inspection Team at the [inspection@tda.gov.uk](mailto:inspection@tda.gov.uk) mailbox.

## Section 2

continued

**2.7** Schools in special measures may be the lead school for an experienced OTT seeking QTS assessment. However, the provider will need to carefully consider with the trainee what elements they are not currently accessing in the school, given its category, that can be observed, experienced or taught in another school during the training programme, and whether they should be given an opportunity to teach in a partner school during the external assessor's visit.

### Eligibility criteria for trainees

**2.8** Providers must comply with all ITT requirements and adhere to the general conditions for the EBITT scheme as stated on the ITT requirements guidance.

**2.9** Providers must also ensure that the trainee meets the following criteria:

- satisfy the relevant ITT entry requirements
- be eligible to work in England as an unqualified teacher following the Home Office guidelines
- gain employment in an eligible school as an unqualified teacher
- be accepted by an EBITT provider, and
- comply with any other guidance issued on the TDA and/or Teachernet websites.

**2.10** An OTTP trainee's qualifications will have to be assessed in order to prove eligibility for the programme. The UK National Academic Recognition Information Centre (NARIC) can give advice on the equivalence of overseas degree qualifications. The Education (Specified Work and Registration) (England) Regulations 2003 (SI 2003/1663) and the Education (Specified Work and Registration) (England) (Amendment) Regulations 2007 (SI2007/2117) (as amended) set out the conditions under which overseas-trained teachers are allowed to carry out specified work.

**2.11** The TDA and Teachernet websites provide further information on eligibility.

## Section 3

# EBITT allocations

This section explains how TDA-funded EBITT places are allocated.

**3.1** The places allocated to each provider for GTP, RTP and OTTP in AY2010/11 were initially agreed by the TDA Board and announced in January 2008 as the final year of a three-year allocation, following a bidding round for providers. The places for AY2010/11 have been agreed and take account of any subsequent amendments agreed by the TDA and the provider. These are the bases for allocated funding.

**3.2** Allocated places are split by different funding streams for each EBITT programme. GTP allocated places are either salary and training grant funded places (which attract a salary grant contribution for the school and training grant for the provider) or training grant only places (which don't receive the salary grant contribution). GTP allocated places are split by subject groups into priority secondary, non-priority secondary and primary. The subjects within these groups are set out at the back of this manual. All RTP and OTTP allocations are funded through a training grant only route.

**3.3** The TDA will monitor providers' recruitment patterns during the academic year. If the EBITT database shows that providers are falling short of their recruitment targets, the TDA may negotiate changes to their allocated EBITT places and resulting funding.

**3.4** Providers can request changes to their allocated places throughout the academic year by contacting the TDA. However, due to reducing secondary ITT targets and increasing budgetary restrictions, there are no guarantees that these requests will be sanctioned. Each case will have to be formally requested and assessed individually.

At the time of writing, the TDA would not normally expect to allocate additional places in primary and non-priority secondary. Furthermore, it would only expect to sanction further priority places if they were focused on additional physics, chemistry or maths. When assessing any requests the TDA will look at the balance of subjects historically recruited.

**3.5** Providers can also request some movement of places from one group of subjects to another, within allocated places. However, at the time of writing, the only movements that the TDA would consider are from non-priority or primary into priority.

**3.6** Any changes that are permitted are only finalised once the updated funding summary is either received by providers or updated on the ITT funding extranet. It is the provider's responsibility to ensure that any agreed change is followed through and implemented. All requests for changes should be sent to [allocations@tda.gov.uk](mailto:allocations@tda.gov.uk). Providers must not pre-empt TDA decisions on allocation changes and should not make offers of places until TDA confirmation is received. The TDA will not fund any over-recruitment.

**3.7** The TDA requires providers to give adequate notice of significant adjustments to their EBITT provision. At the latest, the TDA would expect to be given notice of a course closure by the December before the start of the academic year in which the course was planned to begin. This will give reasonable and sufficient notice of closure of courses for trainees to consider alternatives and for the TDA to reassign places if required.



## Section 4

# EBITT funding

This section describes TDA funding principles for EBITT and how the different funding types should be administered. It also details arrangements for deferments, sickness or special leave, and programme extensions.

### Funding principles

- 4.1** The academic year runs from 1 August to 31 July.
- 4.2** A trainee is defined as full-time if their full-time equivalence (FTE) is more than 0.5. Trainees with an FTE of 0.5 or less will be classified as part-time. All funding is allocated on the basis of full-time places.
- 4.3** GTP and RTP trainees are funded for the number of days between the start date of their training and the planned end date of the programme (unless the trainee withdraws from training). This includes weekends and bank holidays, and also applies to trainees who start their training during the current academic year but are not due to complete it until a later academic year.
- 4.4** GTP and RTP trainees who withdraw from their programme attract funding between the start date of their programme and their withdrawal date, and any surplus funding will be recoverable by the TDA. Providers should note that if, for example, a trainee withdraws after one term it does not necessarily mean that two-thirds of the full grant remains. This is because funding is based on the number of days, not terms, that a trainee has completed on the programme.
- 4.5** If an OTTP trainee withdraws from a training grant funded programme, the TDA will still fund the full training grant to providers.
- 4.6** EBITT funding is ring-fenced for each individual allocation. For example, GTP allocated places cannot be used to recruit RTP or OTTP trainees. GTP funding is ring-fenced between the different programme subject areas (priority secondary, primary and non-priority secondary) and between the different funding types (salary grant and training grant only).
- 4.7** Providers may only use TDA allocated places for trainees who are eligible for TDA funding. Trainees funded by the TDA must be trained in accordance with the Education (School Teachers' Qualifications) (England) Regulations 2003 Statutory Instrument 1662, Schedule 2 Part 1 Section 7 (as amended).

### Training grant

- 4.8** The TDA pays a training grant to providers for the GTP, RTP and OTTP. This funding should be used in delivering training programmes to support trainees in meeting the QTS standards.
- 4.9** Providers can only use the TDA training grant funding for trainees who are employed in eligible schools. Details of these schools can be found at the back of this manual.
- 4.10** Providers are required to have a partnership agreement with each lead school.

# Section 4

continued

- 4.11** This agreement sets out the roles and responsibilities for delivering the training programme. The TDA does not specify how the training grant is apportioned as this will vary from one individual partnership agreement to another. However, the TDA expects providers to recognise the contribution of each lead school and to ensure that training grants are distributed on a reasonable basis.
- 4.12** The TDA funds different rates of training grant depending on the location of the provider. These differentials are applied across all ITT funding (mainstream, EBITT and SKE).
- 4.13** All providers are able to assess their own trainees against the QTS standards, so the training grant includes the assessment fee. Amounts payable for the training grant are included at the back of this manual.
- 4.14** For OTP training grant funded places, the training grant includes the assessment fee and is fixed irrespective of the length or intensity of training programmes.
- 4.15** The TDA will pay an assessment fee for all OTP trainees, included as part of the training grant for training grant funded places. The fee includes costs for the standard QTS assessment as well as assessment against the induction standards at the same time.
- GTP salary grant**
- 4.16** For a trainee on a salary grant funded GTP programme, the TDA pays a salary grant contribution towards the costs incurred by the employing school to employ the trainee over the period of the programme. It is not designed to meet the full costs of employment, and providers should make this clear to schools when establishing new partnerships.
- 4.17** The TDA funds different rates of salary grant depending on the location of the employing school. There is a different unit of funding for inner London, outer London, fringe areas, and the rest of England. Salary grant amounts and the definitions of areas can be found at the back of this manual.
- 4.18** Schools in special measures will not be acceptable for GTP salary grants. Exceptionally, an experienced and able trainee may undertake part of their training in such a school, as long as another school is taking lead responsibility. In the case of the GTP salary grant, the partner school would need to employ the trainee. Fresh Start schools and schools with serious weaknesses may take a greater share of the responsibility for training, but they too should work in partnership with experienced partner schools if they are to be considered.
- 4.19** Schools eligible to receive TDA salary grant funding can be found at the back of this manual.
- 4.20** Training in a special school alone might not provide the breadth of experience necessary to enable the trainee to demonstrate all of the QTS standards across the full age and ability range of training, unless the trainee is able to demonstrate sufficient relevant prior experience or has the opportunity to undertake part of their training in, for example, a mainstream school.
- 4.21** The salary grant will initially be paid to providers based on their location. This will then be adjusted as part of holdback to reflect the location of each employing school to determine which regional salary grant each trainee attracts. See the section on holdback for further information.
- 4.22** From the start of the programme, providers must pay the correct salary grant to the school based on the school's location. Where salary grant allocations are less than those required by the provider because of the location of the employing school, the provider should contact the TDA to discuss adjustments to salary grant funding.

## Section 4

continued

- 4.23** Providers are required to pay the salary grant to the school. As a minimum, providers should reimburse schools on a term-by-term basis, in arrears. However, providers may agree alternative arrangements with their schools.
- 4.24** Providers should always ensure that the total amount of salary grant paid to each school is in accordance with the amounts listed at the back of this manual. If more than this is paid, providers will be required to recover the excess amount from the school. Providers must keep clear, accurate and up-to-date records of the salary grant payments that have been released.
- 4.25** The TDA will pay a separate administration fee (amounts shown at the back of this manual) for each salary grant fundable place to cover costs incurred by providers in processing payments to lead schools. This will be paid in line with the payment of the salary grant.
- 4.26** Schools must use the salary grant contribution for employment costs. This may include employer's National Insurance and other overheads. Trainees must be paid in accordance with the schoolteachers' pay and conditions document [www.teachernet.gov.uk/management/payandperformance/pay](http://www.teachernet.gov.uk/management/payandperformance/pay) but the school can choose whether to pay the qualified or unqualified rate. The school, as employer, is responsible for sickness and maternity/paternity arrangements.
- 4.27** It is a requirement that providers ensure that schools pay trainee GTP teachers on at least point one of the unqualified teacher scale.

### Self-funded places

- 4.28** Providers may recruit additional trainees on a self-funded basis. Self-funded trainees do not attract a training or salary grant from the TDA. However, the TDA will pay the standard assessment fee if the trainee is assessed in England. Assessment fee amounts are shown at the back of this manual.
- 4.29** Although self-funded trainees are not eligible for training or salary grants from the TDA, trainees on these programmes must be employed for the full duration of their training programme.
- 4.30** The TDA has not set a limit on the number of trainees that providers may recruit on a self-funded basis. Providers can recruit an unlimited number of these trainees throughout the academic year and enter them onto the EBITT database without contacting the TDA.
- 4.31** The TDA will pay providers' assessment fees for self-funded trainees during the holdback calculations at the end of the academic year. This will be a one-off payment in October or November after the end of the academic year.
- 4.32** Providers may recruit a greater number of GTP trainees on shorter-length programmes in exchange for their one-year GTP allocated places.
- 4.33** The TDA expects providers to use their professional expertise to establish the length of training each GTP trainee will need, usually through the initial needs assessment process. The TDA will monitor the number of trainees who complete their programmes earlier than expected, and reserves the right to adjust funding/future allocations accordingly.

# Section 4

continued

## Deferments

**4.34** If a trainee defers during their programme the TDA will continue to fund the provider for the trainee throughout the period of deferment up to the maxima of training and salary grants awarded. The deferral period is a maximum of one year, and during this period providers should hold on to the funding to be used when the trainee returns to their course. Providers should continue to use the funding mechanism described in this manual to calculate the training grant due to them, and the salary grant (where applicable) due to the school. However, if the trainee subsequently does not return to the training programme the TDA will recover any surplus funding accordingly. Exceptionally, a trainee might seek deferment more than once during the course of their training, but only two deferments may be entered on the EBITT database.

## Sickness or special leave

**4.35** The TDA will continue to provide funding up to the maximum amount for trainees who are away from their programme because of sickness or other special leave. If this period of absence is likely to affect the trainee's ability to meet the QTS standards within the time frame agreed, providers should exercise their professional judgement in deciding whether a deferment would be more appropriate.

## Programme extensions

**4.36** EBITT programmes may be extended by up to three months beyond the planned end date. The TDA will pay funding for all or part of the extended period until the funding for the whole programme, including the extension, reaches the maximum grants outlined in this document. If the whole training programme becomes longer than that required for full TDA funding, the TDA will not provide additional financial support.

## Section 5

# Financial management and data

This section gives an overview of auditing requirements, explains how payments will be made, sets out the procedures for keeping the EBITT database up to date, and details how providers can access their own information.

### Financial management

**5.1** The TDA is currently reviewing the way it collects financial information, and will issue further guidance in due course. The TDA is looking to strengthen governance processes in addition to reviewing provider compliance with the financial memorandum.

### Auditing

**5.2** Providers will be required to satisfy the TDA that they are operating all EBITT funding systems (GTP, RTP and OTTP) in accordance with the terms and conditions of funding, the financial memorandum, the arrangements in this guidance, and any other instructions provided by the TDA through an external audit.

**5.3** The TDA will write to providers to explain how the audit process will operate. The audit will include an assessment of the timing and quality of information that the provider supplies through the EBITT database. For GTP trainees, the audit will also test that salary grant payments have been correctly calculated and paid to schools.

**5.4** It is important that the required data submission to the TDA is timely and accurate. The TDA places reliance on the data in order to quantify activity and optimise management of provision within budgetary constraints. Therefore, the TDA will reserve the right to impose penalties in the case of incomplete or late returns of audit grant reports.

### EBITT database

**5.5** Providers are required to use the TDA's online EBITT database to record details of all their EBITT trainees, training programmes and training outcomes. They should ensure that the database accurately reflects any changes to the status of trainees, such as withdrawals and deferments.

**5.6** The EBITT database is also used as the mechanism for provisionally registering trainees with the General Teaching Council. All trainees must be registered within 28 days of commencing a programme of ITT. Provisional registration of trainees is a condition of grant and an ITT requirement. Failure to meet this requirement will render a provider non-compliant, and may lead to withdrawal of accreditation.

**5.7** The EBITT database should be kept up to date at all times, and all trainee records must be finalised and correct by 31 July of the current academic year. Providers will be asked to complete a validation declaration at year-end to confirm that all entries have been checked as correct. The TDA will use information from the database on this date to calculate the amount of funding that providers are entitled to claim for the academic year, the holdback calculations, and the recruitment premiums payable to providers.

# Section 5

continued

## Ready reckoner

- 5.8** The TDA will provide a tool (the EBITT ready reckoner) to help providers calculate the amount of funding they may claim for each trainee. For GTP salary grant fundable trainees, the ready reckoner will show the amounts and timings of salary grant that should be paid to schools. It will also help providers manage their funding. Please note that the amounts and timings of salary grant payments to schools shown in the ready reckoner are only the TDA's recommendations, and providers can use their own arrangements if they prefer.
- 5.9** The EBITT ready reckoner will be made available by the end of June before the start of the academic year. This can be found on the TDA website [www.tda.gov.uk](http://www.tda.gov.uk) by following links to ITT funding, on the ITT funding extranet <https://ittprovider.tda.gov.uk> and by following the link on the EBITT database.
- 5.10** For help on how to use the ready reckoner, look in the 'help' sheet in the ready reckoner or contact the ITT Funding Team at the TDA [ittfunding@tda.gov.uk](mailto:ittfunding@tda.gov.uk)

## Payments and the ITT funding extranet

- 5.11** The TDA produces a payment profile that sets out the timings and amounts to be paid for each funding stream. Providers can access their up-to-date payment profile and allocations summaries at any time by logging in to the ITT funding extranet <https://ittprovider.tda.gov.uk>. If you have not yet been given access to this site please e-mail [ittfunding@tda.gov.uk](mailto:ittfunding@tda.gov.uk) for more information and to be set up on the system.
- 5.12** Payments for EBITT places allocated will be made to providers in monthly instalments during the same academic year. Payments will be made through BACS and will normally be processed on the first working day of each month, reaching providers' accounts on the third working day of each month.
- 5.13** The TDA will pay the salary grant to providers on the basis of their allocated GTP salary grant places. This will be paid in three instalments at the end of each term (in December, March and July) unless an alternative arrangement has been agreed with the TDA. The training grant will be paid to providers based on allocations, and the TDA will aim to pay between 60 and 70 per cent of the allocation in the first eight months of the academic year, and the balance in the last four months.

## Section 6

# Funding recovery (holdback)

At the end of the academic year, funding is adjusted to take account of the actual number and type of trainees who were recruited and who completed programmes during the year. This section describes this process, which is called holdback.

- 6.1** There are no longer any concessions. The TDA will recover all funding relating to unfilled places and withdrawals.
- 6.2** The TDA will not allow the recycling of withdrawal left-over funding to fund additional trainees. All funding from withdrawals will be recovered.
- 6.3** At the end of the academic year the TDA will compare the agreed amount of funding that a provider is entitled to claim (based on actual recruitment of EBITT places) against the amount of funding allocated (based on allocated EBITT places). If the amount claimed is less than that allocated, the TDA will recover all of the unused funding it has paid to the provider. This will form the provider's holdback.
- 6.4** Funding is ring-fenced by route (GTP, RTP and OTTP), within GTP by subject group (priority secondary, non-priority secondary and primary), and between the different funding types (salary grant and training grant only). Holdback will calculate the unused funding from each of these distinct groups individually. It will not allow offsetting between them.
- 6.5** The TDA adjusts the level of salary grant paid to providers based on the location of the employing schools. Salary grant payments are initially allocated based on the provider's location (inner London, outer London, London fringe areas, or national). This will then be adjusted as part of holdback to reflect the actual locations of the employing schools. This may either result in an increase in funding (where trainees attract a higher London weighting salary grant) or a decrease (if trainees attract a lower level of salary grant compared to the provider's location).
- 6.6** In most cases, holdback repayable to the TDA will have been caused by trainee withdrawals, under-recruitment against allocated places, or differences in the salary grant rate attracted by the school.
- 6.7** The standard procedure the TDA uses to recover EBITT holdback is to offset the amount against payments due for the next year's funding allocation, ie, holdback relating to the current academic year will be recovered in the next academic year.



## Section 7

# Additional experience funding (14–19 diploma)

This section gives an overview of additional experience funding and how it is to be allocated and administered.

### Overview

- 7.1** The additional experience course is designed to be taught in addition to the standard ITT course. These courses should be a clearly identifiable additional element. Currently the additional experience courses are being run for 14–19 diplomas to provide trainees with an enhanced understanding of a particular diploma line.
- 7.2** Trainees are only eligible to go on additional experience courses if they are on a TDA-funded secondary ITT course.

### Allocation of places

- 7.3** Additional experience places will be allocated to providers by the TDA. These places can, from time to time, be adjusted, and providers are encouraged to contact the TDA to discuss adjustments at [allocations@tda.gov.uk](mailto:allocations@tda.gov.uk). The TDA will allocate funding for additional experience places by multiplying the number of allocated places by the appropriate unit of funding. Current units of funding are set out at the back of this document.

### Funding

- 7.4** The TDA will aim to pay providers their allocated funding for the current year based on allocations, and will pay between 60 and 70 per cent of their allocation in the first eight months of the academic year, and the balance in the last four months. Where places remain unfilled, funding for

these will be fully recovered. The unit of funding is assumed to include costs associated with monitoring and evaluating the scheme, and collecting and providing data and other information to the TDA.

### Data collection and funding adjustment

- 7.5** It is a condition of funding that providers of additional experience places cooperate fully with periodic requests by the TDA for information about take-up of experience places by trainee teachers. It is also a condition of funding that providers monitor and evaluate their additional experience schemes, and provide information to the TDA about the effectiveness of the delivery of the additional experience places by their institution.
- 7.6** The TDA will collect data from providers on the number of places filled by trainees eligible for additional experience funding. This will be undertaken at the end of each academic year to ensure all possible registrations are included. The TDA will then calculate the funding relating to unfilled places and recover the funding for these unfilled places in full. Recovery will be made in the standard way by offsetting it against other payments made by the TDA through its payment profile. The TDA will write to providers in advance to inform them of the timings and amounts to be recovered.



## Section 8

# Recruitment premiums

This section explains how recruitment premiums are used to help achieve the Government objectives to increase the number and proportion of EBITT trainees taking programmes specialising in specific priority subjects, and explains how the premiums are paid.

### Recruitment Premiums

- 8.1** The TDA pays additional funding premiums to providers for their recruitment to subjects that are key Government priorities. For AY2010/11 the premiums will be paid to providers recruiting trainees specialising in physics and chemistry. Recruitment premiums will apply to all EBITT (GTP, RTP and OTTP) routes.
- 8.2** These premiums are designed to reward improved performance, help providers further improve their recruitment and retention rates in challenging areas, and encourage the use of TDA-funded subject knowledge enhancement courses.
- 8.3** The TDA will pay providers a premium for all trainees recruited to the specialist subject areas. This will be based on the QTS main subject declared by providers on the EBITT database.
- 8.4** To be eligible to receive a premium the NQT must be able to teach the specialist subject to ages 11 to 16 and/or 16 to 19. This can be achieved through either the content of the EBITT programme or the experience of the trainee.
- 8.5** For the purposes of premiums a specialist teacher is defined as:
- a qualified teacher with a degree (or equivalent qualification) or postgraduate qualification in the specialist subject, or a degree (or equivalent qualification) incorporating a significant element of the subject, or
  - a qualified teacher who specialised in the specialist subject during their ITT, or a qualified teacher who has successfully completed a pre-ITT enhancement course in the specialist subject area.
- 8.6** Providers should ensure that trainees have enough subject knowledge to teach the National Curriculum of their specialism in accordance with the QTS standards.
- ### Recruitment premiums payment
- 8.7** The TDA will write to providers in August to tell them about any premiums they will receive from the previous academic year's recruitment, and how these will be paid.
- 8.8** Recruitment premiums will be paid for all trainees recruited onto eligible programmes starting in the current academic year. Payments will be made in October or November after the end of the academic year when it will be known exactly how many premiums each provider is due.
- 8.9** Premiums are not part of standard funding and they change each year. The TDA assesses the current priority areas and designs premiums to meet them.
- 8.10** This includes a review of the effectiveness of recruitment premiums in light of the balance between the supply of, and demand for, NQTs.
- 8.11** A list of subjects and the current value of the premiums can be found at the back of this funding manual.

## Section 9

# Capital support funding

This section explains how capital support funding works and how it is paid and audited.

### Capital funding

- 9.1** For the current academic year, capital support funding will be calculated using providers' total allocated EBITT places (including GTP, RTP and OTTP) at the start of the academic year. The places used for these calculations will be fixed in August and any subsequent changes to places will not affect capital support funding.
- 9.2** Capital funding rates for EBITT providers have been revised to remain consistent with changes to funding available from the Higher Education Funding Council for England (HEFCE). The current rates used to calculate capital funding can be found at the back of this manual.
- 9.3** EBITT providers may only use their capital funding allocation to support expenditure on minor alterations to existing buildings or to buy fixed assets, equipment or vehicles with an expected life of more than one year. Examples include redeveloping training rooms or offices used for providing EBITT, or buying computers, photocopiers, etc, that will last more than one year and be used for EBITT training.

### Capital funding for technology-related projects

- 9.4** EBITT providers may already have agreements with the TDA to run ICT-related projects that are solely for the purpose of enhancing the provision of technology-related ITT courses at their institution via the appropriate technologies. Providers should agree the scope, timing, delivery and costings of the project with the Technology in Learning and Teaching Team (at [ictsupport@tda.gov.uk](mailto:ictsupport@tda.gov.uk)) and indicate clearly on their returns what expenditure is being spent on these projects.

### Payment and audit of capital funding

- 9.5** The TDA will pay capital funding to providers in monthly instalments over the academic year. Payments are made at the start of each month, and should normally reach providers' accounts on the third working day of each month.
- 9.6** As part of the annual audit returns at the end of each academic year, EBITT providers will be asked to submit a return to the TDA showing how much of their capital funding allocation they have used. Any unspent amounts will be fully recovered, including any that relate to carried-forward funding. Providers are not permitted to carry forward unused funding into the next academic year, or bring forward their allocation. For specifically agreed projects, or where contractual restraints apply, the provider may put a request to the TDA in writing to carry forward unused funds, but the TDA cannot guarantee that their request will be met.

## Section 10

# Units of funding and subject groups

EBITT funding units for AY2010/11, including regional variations.

**10.1** Please note that where full-time and part-time rates are quoted, the part-time figures are included for illustrative purposes only and are based upon exactly 0.5 of a whole-time equivalent (ie, a training period duration of up to two years).

**10.2** Summary of GTP, RTP and OTTP training grant funding units

	National	Outer London	Inner London
GTP	£ 5,210	£ 5,470	£ 5,630
RTP	£ 9,590	£ 10,070	£ 10,370
OTTP	£ 2,040	£ 2,150	£ 2,210

**10.3** GTP training grant funding units

Length of training in days	National		Outer London		Inner London	
	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time
1–120	£2,610	£2,090	£2,740	£2,190	£2,820	£2,250
121–240	£3,910	£2,870	£4,110	£3,010	£4,220	£3,100
241–360	£5,210	£3,650	£5,470	£3,840	£5,630	£3,940
361–480	£5,210	£4,430	£5,470	£4,660	£5,630	£4,780
481 or more	£5,210	£5,210	£5,470	£5,470	£5,630	£5,630

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continued

## 10.4 RTP training grant funding units

Length of training in days	National		Outer London		Inner London	
	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time
1–120	£2,400	£1,920	£2,520	£2,020	£2,600	£2,080
121–240	£3,840	£2,780	£4,030	£2,920	£4,150	£3,000
241–360	£5,280	£3,640	£5,540	£3,820	£5,710	£3,930
361–480	£6,720	£4,490	£7,050	£4,720	£7,260	£4,850
481–600	£8,150	£5,350	£8,560	£5,610	£8,820	£5,770
601–720	£9,590	£6,210	£10,070	£6,510	£10,370	£6,700
721–840	£9,590	£7,060	£10,070	£7,410	£10,370	£7,620
841–960	£9,590	£7,920	£10,070	£8,310	£10,370	£8,540
961–1,080	£9,590	£8,780	£10,070	£9,210	£10,370	£9,470
1,081 or more	£9,590	£9,590	£10,070	£10,070	£10,370	£10,370

## 10.5 OTTP training grant

Location	Grant per trainee
National	£2,040
Outer London	£2,150
Inner London	£2,210

The OTTP training grant is fixed for each trainee, irrespective of the length or intensity of the training programme.

## 10.6 Assessment fees

Programme	Assessment fee
OTTP	£640
GTP	£500
RTP	£500

Please note that assessment fees are included in the figures quoted in this manual for GTP, RTP and OTTP, but are shown separately for instances where the trainee is self-funded and only the assessment fee is provided.

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continued

## 10.7 Summary of GTP salary grant funding units

Location	GTP salary grant
National	£13,500
Outer London	£16,000
Inner London	£17,000
Fringe areas	£14,400
Admin fee	£120

## 10.8 GTP salary grant funding units for AY2010/11

Length of training in days	National		Outer London		Inner London		Fringe areas	
	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time
1–30	£1,350	£675	£1,600	£800	£1,700	£850	£1,440	£720
31–60	£2,700	£1,350	£3,200	£1,600	£3,400	£1,700	£2,880	£1,440
61–90	£4,050	£2,025	£4,800	£2,400	£5,100	£2,550	£4,320	£2,160
91–120	£5,400	£2,700	£6,400	£3,200	£6,800	£3,400	£5,760	£2,880
121–150	£6,750	£3,375	£8,000	£4,000	£8,500	£4,250	£7,200	£3,600
151–180	£8,100	£4,050	£9,600	£4,800	£10,200	£5,100	£8,640	£4,320
181–210	£9,450	£4,725	£11,200	£5,600	£11,900	£5,950	£10,080	£5,040
211–240	£10,800	£5,400	£12,800	£6,400	£13,600	£6,800	£11,520	£5,760
241–270	£12,150	£6,075	£14,400	£7,200	£15,300	£7,650	£12,960	£6,480
271–300	£13,500	£6,750	£16,000	£8,000	£17,000	£8,500	£14,400	£7,200
301–330	£13,500	£7,425	£16,000	£8,800	£17,000	£9,350	£14,400	£7,920
331–360	£13,500	£8,100	£16,000	£9,600	£17,000	£10,200	£14,400	£8,640
361–390	£13,500	£8,775	£16,000	£10,400	£17,000	£11,050	£14,400	£9,360
391–420	£13,500	£9,450	£16,000	£11,200	£17,000	£11,900	£14,400	£10,080
421–450	£13,500	£10,125	£16,000	£12,000	£17,000	£12,750	£14,400	£10,800
451–480	£13,500	£10,800	£16,000	£12,800	£17,000	£13,600	£14,400	£11,520
481–510	£13,500	£11,475	£16,000	£13,600	£17,000	£14,450	£14,400	£12,240
511–540	£13,500	£12,150	£16,000	£14,400	£17,000	£15,300	£14,400	£12,960
541–570	£13,500	£12,825	£16,000	£15,200	£17,000	£16,150	£14,400	£13,680
571 or more	£13,500	£13,500	£16,000	£16,000	£17,000	£17,000	£14,400	£14,400

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continued

## Geographical locations

### Inner London boroughs

**10.9** 'Inner London' means the area comprising the London boroughs of Barking and Dagenham, Brent, Camden, City of London, Ealing, Greenwich, Hackney, Hammersmith and Fulham, Haringey, Islington, Kensington and Chelsea, Lambeth, Lewisham, Merton, Newham, Southwark, Tower Hamlets, Wandsworth and Westminster.

### Outer London boroughs

**10.10** 'Outer London' means Greater London, excluding the inner London area.

### London fringe area (salary grant only)

**10.11** Fringe area means:

- in Berkshire – the Districts of Bracknell Forest, Slough, and Windsor and Maidenhead
- in Buckinghamshire – the Districts of South Buckinghamshire and Chiltern
- in Essex – the Districts of Basildon, Brentwood, Epping Forest, Harlow and Thurrock
- in Hertfordshire – the Districts of Broxbourne, Dacorum, East Hertfordshire, Hertsmere, St Albans, Three Rivers, Watford and Welwyn Hatfield
- in Kent – the Districts of Dartford and Sevenoaks
- in Surrey – the whole county, and
- in West Sussex – the District of Crawley.

**10.12** Initial allocations of salary grant are based upon the location of the provider, but actual payment will be calculated on the location of the employing schools and adjusted as part of the holdback calculations.

### 10.13 Recruitment premiums

Specialist subject	Recruitment premium per new trainee
Physics	£1,000
Chemistry	£1,000

### 10.14 Capital support funding

Number of places	Funding per trainee
First 20 places	£200
Next 20 places	£100
For each place over the first 40	£40

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continued

**10.15** An example of how capital support funding is calculated is as follows. If a provider has a total of 80 allocated EBITT places for AY2010/11 on 1 August 2010, they will receive a total of £7,600 capital support funding for AY2010/11. This is broken down into £4,000 for the first 20 places (20 x £200), £2,000 for the next 20 places (20 x £100) and £1,600 for the final 40 places (40 x £40).

**10.16** School types allowed to train EBITT trainees and eligibility for TDA funding

Type of school	Employing (main) school	Second school	Third school	Eligible for training grant funding?	Eligible for salary grant funding?
Academy	Yes	Yes	Yes	Yes	Yes
City technology college	Yes	Yes	Yes	Yes	Yes
Community	Yes	Yes	Yes	Yes	Yes
Community special	Yes	Yes	Yes	Yes	Yes
European school	No	No	No	No	No
EY setting	Yes	Yes	Yes	Yes	Yes
Foundation	Yes	Yes	Yes	Yes	Yes
Foundation special	Yes	Yes	Yes	Yes	Yes
Further education	No	Yes	Yes	No	No
Higher education institution	No	No	No	No	No
Independent school approved for SEN pupils	Yes	Yes	Yes	No	No
LEA nursery school	Yes	Yes	Yes	Yes	Yes
Miscellaneous	No	No	No	No	No
Non-maintained special*	Yes	Yes	Yes	Yes	Yes
Offshore school	No	No	No	No	No
Other independent	Yes	Yes	Yes	No	No
Other independent special school	Yes	Yes	Yes	No	No
Overseas school	No	No	No	No	No
Playing for success centre	No	Yes	Yes	No	No
Pupil referral unit	No	No	No	No	No
Secure unit	No	No	No	No	No

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continued

## 10.16 (continued)

Type of school	Employing (main) school	Second school	Third school	Eligible for training grant funding?	Eligible for salary grant funding?
<b>Sixth form centre</b>	No	Yes	Yes	No	No
<b>Special college</b>	No	No	No	No	No
<b>Voluntary aided</b>	Yes	Yes	Yes	Yes	Yes
<b>Voluntary controlled</b>	Yes	Yes	Yes	Yes	Yes
<b>Welsh establishment</b>	No	Yes	Yes	No	No

\* A special school alone might not provide the breadth of experience necessary to enable the trainee to demonstrate all of the QTS standards across the full age and ability range of training, unless the trainee is able to demonstrate sufficient relevant prior experience or has the opportunity to undertake part of their training in, for example, a mainstream school.

This list is not comprehensive. Where the category of school is not included the provider should contact the TDA for further guidance.



# Section 10

continued

## 10.17 Subject priority categories

Subject category	Non-priority specialist subjects	Priority specialist subjects
<b>Primary</b>	All primary specialisms	–
<b>Secondary</b>	Applied art and design Applied business Art and design Business studies Citizenship Classics Dance Drama Economics English Geography Health and social care History Humanities Law Leisure and tourism Media studies Physical education Psychology Social sciences Diploma – Creative and media Diploma – Society, health and development Diploma – Business, administration and finance Diploma – Hair and beauty studies Diploma – Public services Diploma – Retail business Diploma – Sport and active leisure Diploma – Travel and tourism Diploma – Humanities	Applied ICT Design and technology (inc textiles) Food technology Engineering Information and communication technology (ICT) Manufacturing Mathematics Modern foreign languages: – French – German – Italian – Portuguese – Russian – Spanish – other modern languages Music Religious education Science – – applied biology – applied chemistry – applied physics – biology – chemistry – combined/general science – physics Diploma – Construction and the built environment Diploma – Engineering Diploma – Information technology Diploma – Environmental and land-based studies Diploma – Hospitality Diploma – Manufacturing and product design Diploma – Science Diploma – Languages

# Section 10

continued

**10.18** Providers planning to set up a course in any new subject must contact the Quality and Inspection Team at the TDA to ensure that quality and inspection issues are considered when developing these courses, and their regional lead, who will be able to advise and help with marketing and recruitment. Please contact the Quality and Inspection Team at [inspection@tda.gov.uk](mailto:inspection@tda.gov.uk) for more guidance.

**10.19** Additional experience 14–19 diplomas funding

Unit of funding	Diploma specialism
£1,000	Diploma – Construction and the built environment Diploma – Environmental and land-based studies Diploma – Hair and beauty studies Diploma – Business, administration and finance Diploma – Creative and media Diploma – Engineering Diploma – Hospitality Diploma – Humanities Diploma – Information technology Diploma – Languages Diploma – Manufacturing and product design Diploma – Public services Diploma – Retail business Diploma – Science Diploma – Society, health and development Diploma – Sport and active leisure Diploma – Travel and tourism

# Section 11

## Glossary

Popular abbreviations, terms and acronyms relating to initial teacher training.

### CA

City academy

### CAT

Credit accumulation transfer points

### CCTA

City college for the technology of the arts

### CTC

City technology college

### EBITT

Employment-based initial teacher training

### FE

Further education

### GTC

General Teaching Council

### GTP

Graduate Teacher Programme

### LA

Local authority

### M-level

Masters level

### NARIC

National Academic Recognition Information Centre

### NQT

Newly qualified teacher

### OTTP

Overseas Trained Teacher Programme

### PPD

Postgraduate professional development

### Provider

A provider is a body that is accredited to award QTS. The provider is usually a university, local authority, partnership of schools or combination thereof. The provider will contract with the school to provide training places, and it is the school that employs the EBITT trainee.

### QTS

Qualified teacher status

### Regional lead (RL)

The regional leads are accountable for the implementation of the TDA's business plan within a specified locality, whilst also sharing responsibility with regional delivery partnership (RDP) colleagues for the overall delivery of the business plan in their government office region.

### RTP

Registered Teacher Programme

### TDA

Training and Development Agency for Schools

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## Useful contacts and links

### Contacts

EBITT Funding Team: [ittfunding@tda.gov.uk](mailto:ittfunding@tda.gov.uk)

EBITT allocations: [allocations@tda.gov.uk](mailto:allocations@tda.gov.uk)

In addressing any correspondence to the TDA mailboxes, providers are asked to include their provider name, the relevant funding route and, if known, their four-digit ID number in the title of the e-mail.

### Links

There are links to information on initial teacher training, including the employment-based routes and quality standards, on the TDA website. The links are currently undergoing review and have not been finalised at the time of publication of this manual. The TDA website address is [www.tda.gov.uk](http://www.tda.gov.uk)

EBITT database <https://dataprovision.tda.gov.uk/ebittdms>

ITT funding extranet <https://ittprovider.tda.gov.uk>

General recruitment criteria and pay and conditions information is detailed on the Teachernet pages at [www.teachernet.gov.uk](http://www.teachernet.gov.uk)

Information on the OTTP route, including guidance on the 'four-year rule', can be found at [www.teachernet.gov.uk/wholeschool/overseastrainedteachers/](http://www.teachernet.gov.uk/wholeschool/overseastrainedteachers/)

General public service information concerning education and learning, employment regulations, etc, may be found on [www.direct.gov.uk](http://www.direct.gov.uk)

The TDA is committed to providing accessible information.  
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